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The Director of Central Intelligence

Washington, D.C. 20505

Intelligence Community Staff

DCI/RM 78-3731

FEB 3 1978

MEMORANDUM FOR: National Foreign Intelligence Program Managers

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FROM: [REDACTED]
Deputy to the DCI for Resource Management

SUBJECT: FY 1979 Congressional Budget Hearings

1. Attached are copies of letters to the DCI from the House and Senate Select Committees on Intelligence calling for hearings on the FY 1979 budget.

2. Copies of the HPSC(I) letter of 20 January 1978 were provided informally as soon as it was received by the Resource Management Staff (RMS) in order to maximize preparation time, especially for those NFIP elements scheduled to appear first.

3. Please note the HPSC(I)'s emphasis on ensuring that all written statements are provided to the Committee a full 72-hours in advance. At a follow-up meeting with HPSC(I) Committee staffers on 30 January 1978, the following procedural suggestions were made:

- Advanced written statements should also be accompanied by briefing charts to be used.
- Witnesses may read their written statements at the beginning of the hearing, may ask simply to have them inserted in the record, or may brief highlights (the Staff suggests briefing highlights).
- Four or five days prior to each hearing, the Staff will suggest "special topics" for witnesses to address and encourage the use of handouts either before or at the hearings which address these "special topics." Each witness is expected to address special topics following his opening remarks.

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- A general question period will then be scheduled followed by time at the end of the hearing for a wrap-up statement by the witness.
- As may be expected, the schedules of hearings are subject to change.

4. Each Program Manager should notify both the Committee staffs and the Office of Program and Budget Development (OPBD) who will be their witnesses and backup personnel at their Program's hearing. Provision should be made to list the RM Staff Program Monitor as an attendee. The RM Staff, working with the OSD Staffs, will prepare the witness lists and ensure the preparation of statements for the record in the case of the special subject hearings scheduled by the SSC(I) on [redacted]

5. Sufficient numbers of copies of written statements, briefing charts, and (in the case of HPSCI) special topic handouts should be provided to the RM Staff (OPBD) twenty-four hours before they are due to the Congress. RM Staff will arrange for delivery to the appropriate Committee. Each Program Manager should also provide a copy of his written statement to the Office of the Under Secretary of Defense for Policy and to the Director, Intelligence Systems, Office of the Under Secretary of Defense for Research and Engineering at the same time copies are provided to the RM Staff.

6. To assist in the preparation of Community responses to Congress, the RM Staff will:

- Maintain a central file of advance written statements, questions for the record, responses to questions for the record and special topic material.
- Assure that questions for the record and responses are made available to all Program elements affected by or concerned with the question and its response.
- Assist in drafting Community responses.
- Provide updated calendars of scheduled hearings as required.

7. The purpose of the Community procedures in Paragraph 5 are to:

- Ensure the Community meets the needs of Congress.

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- Provide maximum freedom to each witness to organize his own hearing.
- Ensure necessary coordination of matters affecting several Community elements.

8. The procedures outlined above should enable the Community to be responsive to Congress, and operate smoothly under the responsibilities accorded the DCI.



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Attachments:

1. SSC(I) Letter to DCI
dated 23 January 1978
2. SSC(I) Letter to DCI
dated 24 January 1978
3. HPSC(I) Letter to DCI
dated 20 January 1978

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